

# Job Seeking Skills Workshops

January - June, 2019

★ **Manti Employment Center**  
**55 S. Main Suite #3 • Manti, Utah**

Register for  
reserved seating.  
Walk-ins  
welcome.



For more information,  
please call  
435-835-0720, visit  
[jobs.utah.gov](http://jobs.utah.gov) or come to  
DWS at 55 S. Main Suite #3  
Manti, UT.

- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- To register, talk to your Workforce Services employment counselor or go to [jobs.utah.gov](http://jobs.utah.gov) and click on "Sign In" and "my Job Search" on the top right corner. It will prompt you to login or sign up for a free Job Seeker account if you don't already have one. Registration is preferred.
- Workshops start on time. Late-comers will be asked to reschedule.

## RESUMÉ WRITING:

Jan 8, 22	1:00 PM–3:00 PM
Jan 15, 29	10:00 AM–12:00 PM
Feb 5, 19	1:00 PM–3:00 PM
Feb 12, 26	10:00 AM–12:00 PM
Mar 5, 19	1:00 PM–3:00 PM
Mar 12, 26	10:00 AM–12:00 PM
Apr 2, 16, 30	1:00 PM–3:00 PM
Apr 9, 23	10:00 AM–12:00 PM
May 7, 21	10:00 AM–12:00 PM
May 14, 28	1:00 PM–3:00 PM
Jun 4, 18	10:00 AM–12:00 PM
Jun 11, 25	1:00 PM–3:00 PM

## INTERVIEWING SKILLS:

Jan 2, 16, 30	12:00 PM–2:00 PM
Jan 9, 23	10:00 AM–12:00 PM
Feb 6, 20	10:00 AM–12:00 PM
Feb 13, 27	12:00 PM–2:00 PM
Mar 6, 20	10:00 AM–12:00 PM
Mar 13, 27	12:00 PM–2:00 PM
Apr 3, 17	10:00 AM–12:00 PM
Apr 10, 24	12:00 PM–2:00 PM
May 1, 15, 29	10:00 AM–12:00 PM
May 8, 22	12:00 PM–2:00 PM
Jun 5, 19	12:00 PM–2:00 PM
Jun 12, 26	10:00 AM–12:00 PM

**RESUMÉ WRITING:** Learn how to write and design an effective resumé that will get you an interview. Receive resumé and cover letter examples to assist in completing your personal career documents.

**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market skills and answer commonly asked questions to represent your skills to the prospective employer.



*Equal Opportunity Employer/Program*  
Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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[jobs.utah.gov](http://jobs.utah.gov)